

enquiries@oneilrealestate.com.au www.oneilrealestate.com.au

COMMERCIAL TENANCY APPLICATION

INFORMATION FOR APPLICANT

To assist you with your application, please see below the information required and common queries during the application process. Applications can either be emailed to commercial@oneilrealestate.com.au or submitted at our office during business hours.

REQUIRED SUPPORTING DOCUMENTS

Copies of supporting documents will be required with your application, please see below what is required.

СОМ	PANY INFORMATION
	Business Name Registration
	ABN Registration
PERS	ONAL INFORMATION (required for <u>EACH APPLICANT</u>)
	1 Item of Photo Identification (Drivers Licence, Passport)
	2 Items of Other Identification (Bank Card, Medicare card)
	2 Items of Proof of current address (Utility Account, Lease Agreement, Rates Notice)
The f	following items may also assist your application should you have them available
	Proof of regular rent payments for current commercial/residential tenancy (Rent Receipts, Tenant Ledger)

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 3 working days. If we are unable to contact all of your referees, this process may take longer. As soon as your application is approved you will be required to pay a deposit of 1 Months rent + GST to secure the property.

SIGNING OF THE TENANCY AGREEMENT

All lease holders & guarantors must sign the Lease prior to collecting the keys. Possession of the premises will not be handed over unless all Lessee's have signed the Lease, all required funds (including bond) are paid in full.

PAYMENT OF RENT

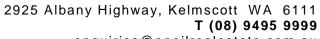
It will be a condition of your Commercial Lease Agreement that all rental payments are to be made calendar monthly due on the first of each month via BPAY or Rental Rewards (Credit Card) Cheques or Money Orders may also be posted to the office. This will be discussed with you when signing your Lease Agreement.

COMMERCIAL TENANCY

In most cases of Commercial Tenancy you will be required to pay for the outgoings & operating expenses associated with the premises such as insurance, rates and maintenance. Outgoings are either payable on demand (plus Outgoings) or in some cases the value of the outgoings will be included in the rent amount (Gross Lease/incl Outgoings). Details of these & terms of tenancy will be confirmed on the lease agreement.

CONTACT

If you have any questions during the tenancy application process, please contact our Commercial Property Management Department on 9495 9999 or email commercial@oneilrealestate.com.au



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APPLICATION FOR COMMERCIAL TENANCY

Property Address:								
Applicant Name:								
LEASE TERMS (DETAIL	LEASE TERMS (DETAILS AVAILABLE ON ON ADVERTISING OR INFORMATION MEMORANDUM)							
Annual rent \$ □ plus GST □ GST Not Applicable								
Outgoings \square plus C	· · · · · · · · · · · · · · · · · · ·							
Bond (3 months' rent -	Bond (3 months' rent + GST) \$							
Proposed Use: (e.g – h	Proposed Use: (e.g – hairdresser)							
LEASE PERIOD								
Preferred Lease Term:		Υ	'ears					
Preferred commencem	nent date:							
Additional Lease Term	(Options)		□ Y	Yes	□ No	No. of	years:	
OFFERS/SPECIAL CONI	DITIONS R	EQUESTED BY T	ENANT:					
							vou via	our office if approved.
Please note: All offers a	Please note: All offers and requests are subject to owner approval and will be communicated to you via our office if approved.							
							,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
BUSINESS / CO							,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
BUSINESS / CO Company/Entity Name Trading Name	MPANY	/ INFORMA	TION			Year	s operatir	ng
BUSINESS / CO Company/Entity Name Trading Name					☐ Govt Departm	Year		ng
BUSINESS / CO Company/Entity Name Trading Name Pty Ltd ABN No	Company	/ INFORMA	TION			Year	s operatir	ng
BUSINESS / CO Company/Entity Name Trading Name Pty Ltd	Company	/ INFORMA	TION		☐ Govt Departm	Year	s operatir	ng
BUSINESS / CO Company/Entity Name Trading Name Pty Ltd ABN No	Company ers:	/ INFORMA	TION		☐ Govt Departm	Year	s operatir	ng
BUSINESS / CO Company/Entity Name Trading Name Pty Ltd ABN No Name of Directors/Owne Current business address Name of Owner/Agent if	Company ers: :: rented	/ INFORMA	TION		☐ Govt Departm	Year	s operatir	ng
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BUSINESS / CO Company/Entity Name Trading Name Pty Ltd ABN No Name of Directors/Owner Current business address Name of Owner/Agent if Is This address: Owner Term of Occupancy COMPANY ASSETS & L	Company ers: rented vned	✓ INFORMA □ Sole Trader □ Rented \$	TION	rship er mor	Govt Departm ACN (if appl)	Year nent	s operatir	ng lion
BUSINESS / CO Company/Entity Name Trading Name Pty Ltd ABN No Name of Directors/Owne Current business address Name of Owner/Agent if Is This address: Own Term of Occupancy COMPANY ASSETS & L ASSETS	Company ers: rented vned	✓ INFORMA □ Sole Trader □ Rented \$	TION	rship er mor	Govt Departm ACN (if appl) anth plus	Phone Outgoings	s operatir	ng lion
BUSINESS / CO Company/Entity Name Trading Name Pty Ltd ABN No Name of Directors/Owne Current business address Name of Owner/Agent if Is This address: Ow Term of Occupancy COMPANY ASSETS & L ASSETS REAL ESTATE	Company ers: :: rented vned LIABILITIES	✓ INFORMA □ Sole Trader □ Rented \$	TION	rship er mor	Govt Departm ACN (if appl) hth plus IABILITIES MORTGAGE	Phone Outgoings	s operatir	ng lion
BUSINESS / CO Company/Entity Name Trading Name Pty Ltd ABN No Name of Directors/Owne Current business address Name of Owner/Agent if Is This address: Owne Term of Occupancy COMPANY ASSETS & L ASSETS REAL ESTATE MOTOR VEHICLES	Company ers: rented vned LIABILITIES	✓ INFORMA □ Sole Trader □ Rented \$	TION	rship er mor	Govt Departm ACN (if appl) The plus ABILITIES MORTGAGE BIRE PURCHASE	Phone Outgoings	s operatir	ng lion
BUSINESS / CO Company/Entity Name Trading Name Pty Ltd ABN No Name of Directors/Owne Current business address Name of Owner/Agent if Is This address: Ow Term of Occupancy COMPANY ASSETS & L ASSETS REAL ESTATE MOTOR VEHICLES PLAN & EQUIPMENT	Company ers: rented vned LIABILITIES \$ \$	✓ INFORMA □ Sole Trader □ Rented \$	TION	rship er mor	Govt Departm ACN (if appl) The plus ABILITIES MORTGAGE BIRE PURCHASE OTHER LOANS	Phone Outgoings \$ \$ \$ \$ \$	s operatir	ng lion
BUSINESS / CO Company/Entity Name Trading Name Pty Ltd ABN No Name of Directors/Owne Current business address Name of Owner/Agent if Is This address: Ow Term of Occupancy COMPANY ASSETS & L ASSETS REAL ESTATE MOTOR VEHICLES	Company ers: rented vned LIABILITIES	✓ INFORMA □ Sole Trader □ Rented \$	TION	rship er mor	Govt Departm ACN (if appl) The plus ABILITIES MORTGAGE BIRE PURCHASE	Phone Outgoings	s operatir	ng lion



2925 Albany Highway, Kelmscott WA 6111 T (08) 9495 9999

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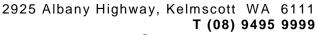
APPLICANT 1/0	JUAKANI	OR - PERSONAL I	NFO	RMATION		
DETAILS						
Full name:				DOB:		
Address:						
Phone:				Mobile:		
Email:				Passport number	#	
Drivers licence #				State:		
Next of Kin:	Next of Kin:			Relationship:		
Phone:				Address:		
INCOME /EMPLOYMEN	Т,					
Occupation:				Period of employ	ment:	
Employer:				Net weekly wage	:	
Address:				Phone:		
Fulltime □ Part-	time 🗆 Cas	ual				
RENTAL REFERENCES						
CURRENT ADDRESS:						
Owned Rented		\$ per month	Occupied since:			
Name of Owner/ Agent	if rented:					
Contact No. :			Contact name:			
BUSINESS REFERENCES						
Contact:			Phor	ne:		
Contact:			Phor	ne:		
Contact:			Phor	ne:		
PERSONAL REFERENCES	3					
Contact:			Phor	ne:		
Contact:			Phor	ne:		
PERSONAL ASSETS 8 Please Note: If Assets / L		eld jointly, then only that pro	portion	relating to the par	ty making the I	Declaration is to be included.
ASSETS			LIA	ABILITIES		
REAL ESTATE \$		М	MORTGAGE \$			
MOTOR VEHICLES	\$		HII	RE PURCHASE	\$	
PLAN & EQUIPMENT	\$		ОТ	HER LOANS	\$	
CASH	\$		CR	EDIT CARD	\$	
OTHER	\$		от	HER	\$	
TOTAL \$			то	TAL	\$	



REAL ESTATE

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APPLICANT 2/GUARANTOR - PERSONAL INFORMATION							
DETAILS							
Full name:			DOB:				
Address:							
Phone:			Mobile:	Mobile:			
Email:			Passport numbe	r#			
Drivers licence #			State:				
Next of Kin:			Relationship:				
Phone:			Address:				
INCOME /EMPLOYMENT	,						
Occupation:			Period of emplo	yment:			
Employer:			Net weekly wag	e:			
Address:			Phone:				
Fulltime 🗌 Part-tii	me 🗆 Cası	ıal□					
RENTAL REFERENCES							
CURRENT ADDRESS:		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			,		
Owned Rented		\$ per month	Occupied since:	Occupied since:			
Name of Owner/ Agent if	rented:						
Contact No. :			Contact name:				
PERSONAL REFERENCES							
Contact:			Phone:				
Contact:			Phone:				
Contact:			Phone:				
PERSONAL ASSETS & L				tu makina tha D			
<u>Please Note</u> : If Assets / Liabilities are held jointly, then only that proportion relating to the party making the Declaration is to be included.							
ASSETS	\$		LIABILITIES				
REAL ESTATE	\$		MORTGAGE	\$ \$			
MOTOR VEHICLES	\$		HIRE PURCHASE	\$			
PLAN & EQUIPMENT	\$		OTHER LOANS	\$			
CASH	\$		CREDIT CARD	\$			
OTHER		OTHER	\$				
TOTAL	\$		TOTAL	7			



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AUTHORITY & PRIVACY DISCLAIMER

TERMS & CONDITIONS IN MAKING AN APPLICATION AND OFFER

APPLICANT 1	
APPLICANT 2	

The applicant/s make this offer jointly and severally. Service of any notice to any one applicant shall be deemed to be service on them all.

The applicant agrees that they will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the lease agreement is signed by the applicant; and
- (iii) the payment of all monies due are paid by the applicant in cleared funds prior to occupation of the premises
- I, the applicant, agree that I have inspected the property and once acceptance of the application is communicated the applicant accepts possession of the premises in the condition as at the date of inspection not withstanding otherwise agreed terms with the owner.
- I, the applicant, do solemnly and sincerely declare that I am over the age of 18 years, am not a bankrupt and the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principals and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

If the applicant would like to access the personal information the agent holds, they can do so by contacting our office. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the agent may not be able to process the application and manage the tenancy.

- I, the applicant, agree that once the application has been approved and acceptance has been communicated and if a deposit has been paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding.
- I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

SIGNATURE APPLICANT 1	DATE	
SIGNATURE APPLICANT 2	DATE	